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POS	onmental Protection Agency SITION DESCRIPTION COVERSHEET	I. DUTY LOCAT Ann Arb	\ (1	1100	ON NIMBE		
3. CLASSIFICATION Services, TS-	3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position (a) OPH PC Flysheet for GS-301 Series, TS-34, 1/79; (b) Administrative braying Grade Euralustin Guide, TS-98, 8/40						
	b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC	
ficial Allocation	Administration Specialist		GS	0301	09		
4. Supervisor's Recommendation	Administrative Specialist		GS	0301	09		
5. ORGANIZATION	AL TITLE OF POSITION (if any)	6. NAME OF EMPL	OYEE	200 6000	10/0	ali-	
7. ORGANIZATIO	N (Give complete organizational breakdown)	e. Chief of Staff-Ar	in Arbor	Sur-Diee	ne, Nat	une	
a. U.S. ENVIRONN	MENTAL PROTECTION AGENCY	r.	***************************************				
b. Office of Air and	Radiation	g.					
c. Office of Transpo	rtation and Air Quality	h. Employing Offic	ce Location:				
d. Office of the Dire	ctor	i. Organization Cod	te: LCDD	dayo			
8. SUPERVISORY	STATUS						
for application position class	or Manager. Position requires the exercise of supervisory on of the General Schedule Supervisory Guide (GSSG) or sinsification standards.	milar standards for m	inimum supervis	ory responsibil	ity specified in	n other	
☐ [4] Supervisor. GSSG.	Position meets the definition of Supervisor in 5.U.S.C. 710.	3(a)(10), but does not	meet the minim	um requiremen	ts for applicat	ion of the	
	t Official. Position meets the definition of Management Of fanager or the definition of Supervisor in 5.U.S.C. 7103(a)(1)		3(a)(11), but doc	s not meet the	GSSG definit	ion of	
☐ [6] Lead Positio	on leads a team performing one-grade interval work and meetition Guide (WLGEG) or is under a wage system and meets	ets the minimum requ					
eam Leade	the applicable pay system. r. Position leads a team performing two-grade interval worl	k and meets the minir	num requiremen	ts for application	on of Part II o	f the	
WLGEG. X [8] All Other Pos	sitions. Position does not meet any of the above definitions.	. This is a non-superv	visor/non-manag	erial position.			
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relationships and that th	CERTIFICATION I certify that this is an accurate statement ne position is necessary to carry out governmental functions for whi and for statutory purposes relating to appointment and payment of pul- tenting regulations.	ch I am responsible. Th	e certification is m	nade with the kno	wledge that this	S	
	d Title of Immediate Supervisor	d. Typed Name an	d Title of Secon	id-Level Super	visor		
Tracey Bradish, Chie	ef of Staff-Ann Arbor	Leila Holmes Cook.	Associate Direc	tor, OTAQ			
b. Signature	c. Date	e. Signature	2. 11	6	f. Date	,	
/ Val	W/ TOUS 1/18/2014	/ Vary 1	Mas	TLHC	- 17/10	3/16	
standards published by	ASSIPICATION CERTIFICATION: I certify that this positi the U.S. Office of Personnel Management or, if no published standard						
a. Promotion Potential ☐ This position has no promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known							
b. PSB Risk Designa	promotion potential to grade ation c. Financial Disclosure Form d. "Identical, A		e. FLSA Deteri	mination	l f Eun	ctional	
D Low	☐ OGE-450 Required Allocation This		NONEXEM	PT □ EXEMP		fication	
☐ 2 Moderate	☐ OGE-278 Required ☐ may be IA'ed	I	(*check exempti		Code		
☐ 3 High	☑ No financial disclosure ☐ may not be 1/	111111111111	Administrati			\bigcirc	
Security Clearance Required: Yes		current incumbent	☐ Professional	☐ Executive			
	Check, if applicable:	i. Classifier's S	ignature		j. Date	e ,	
1 '10 0	Medical Monitoring Required Extramural Resources Management Duties (\$\sqrt{\text{\sqrt{m}}}\) of time	,	med		5/1	1/16	
II ARKS	This position is subject to random drug testing ()	1 . (~~~				
Previo	ously classified -0	5/11/16					

POS	onmental Protection Agency ILTION DESCRIPTION COVERSHEET	I. DUTY LOCAT Ann Art		LA-003		
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Official Allocation	Administrative Specio	list	e. Pay Pian	0301	O9	00/
4. Supervisor's Recommendation	Administrative Specialist	the state of the s	GS	0301	09	
	AL TITLE OF POSITION (illumy)	6. NAME OF EMPI	<u> </u>	-	.,	
7. ORGANIZATION (Give complete organizational breakdown) c. Immediate Office						
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^{h.} Office of Air	& Radiation	g.				
` Office of Tra	nsportation & Air Quality	h. Employing Offic	ce Location Las	vegas, NV		
d Assessment	& Standards Division	i Organization Co	LCD	00000		
8. SUPERVISORY	STATU'S		gassyngan -n-ra-queditytemperm-evandr-			
for application position class position class. [4] Supervisor. GSSG. [5] Management Supervisor. M. [6] Lead Position Grade Evaluation directives of WI GEG. [7] Team Leade WI GEG. [8] All Other Position of the Position	 □ [5] Management Official Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). □ [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part 1 of the Work Leader Grade Evaluation Guide (WLGEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. □ [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the 					
stantes of their implem	enting regulations Title of Immediate Supervisor	d. Typed Same an	nd Title of Second	I-Level Supervisi	pr	
William Chamle		Christopher Grundler, Director, OTAO				
b. Signature	c. Date	c. Signature f. Date				
Wil	USC	Set Hor ollish				
10. OFFICIAL CLA	SSEFICATION CERTIFICATION: Lectufy that this post- the U.S. Office of Personnel Management or, if no published stant	tion has been classified g lards apply directly, com	graded as required by sistently with the mo	Title 5, U.S. Code, as applicable publish	in contorma hed standard	ince with
a. Promotion Poter	ntial no promotion potential If position develops as plan promotion potential to grad	ned and employee pro				
b PSB Risk Design:	ation c. Financial Disclosure Form d. "Identical. /	Additional" (IA) is position	e. FLSA Determ El NONEXEMP Colock exemptio	I 🖸 EXEMPI*	f. Func Classifi Code	3
☐ 2 Moderate ☐ 3 High Security Clearance	forms required		☐ Administrative ☐ Professional		ØK	5
Init Cude	No Check, if applicable: Medical Monitoring Required Extramural Resources Management Duties (a of time This position is subject to random drug testing ()	c) S. Ole	iignature MMM		j. Dyte 5/11	10
11. REMARKS		,				L

POSITION DESCRIPTION AMENDMENT					
EMPLOYEE NAME ORGANIZATION LOCATION OF POSITION					
OAR/OTAQ/ASD/IO					
POSITION TITLE	SERIES	GRADE	POSITION NUMBER		
Admin Specialist	0301	09			

AMENDMENT

This position has been reconstructed downward to grade level GS-09 in order to provide progression to the full performance level GS-13

The incumbent receives on-the-job training, progressively more complex assignments, and closer supervision in the performance of duties leading to the next higher level.

The incumbent may be considered for promotion when he/she has satisfactorily completed appropriate training, demonstrates the ability to perform work at the higher grade level, and meets basic qualification and eligibility requirements including time-in-grade and specialized experience.

Duties and responsibilities are essentially the same as described at the GS-11 level, except for the following factors. The position operates with a lesser level of independence and authority. Assignments are less controversial.

Factor 2: Supervisory Controls - Level 2-3 (275 points)

The supervisor assigns specific projects in terms of issues, organizations, functions, or work processes to be studied and sets deadlines for completing the work. Where two or more projects are involved, the supervisor may assign priorities among the various projects as well as deadlines for the attainment of specific milestones within a project. The supervisor or higher grade specialist provides assistance on controversial issues or on the application of qualitative or quantitative analytical methods for which a precedent does not exist.

The employee plans, coordinates, and carnes out the successive steps in fact-finding and analysis for administrative and budget-related issues. Work problems regarding the routine day-to-day administration of Division operations are normally resolved by the employee without reference to the supervisor, in accordance with the body of accepted office policies, applicable precedents, organizational concepts, management theory, and occupational training

Work may be reviewed for conformance with office policies. Complete work products such as administrative and financial reports, are also reviewed for consistency of facts and figures, choice of appropriate analytical methods, and practicality of recommendations. Findings and recommendations developed by the employee are reviewed prior to release, publication, or discussion with management officials.

Factor 4: Complexity - Level 4-3 (150 Points)

The work principally involves dealing with problems and relationships of a procedural nature rather than the substance of work operations, issues or other subjects. The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems in areas of timekeeping, travel arrangements, budget-related issues, contracts issues, personnel actions, and communications with internal and external stakeholders. Work at this level may require the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables

Some assignments may involve observing and evaluating administrative and financial processes in ASD to identify and resolve problems in work-flow, work methods and procedures, task distribution, overall workload, forms and record keeping, span of control and organizational structure. When performed, these evaluative assignments might involve measurement of current work output, group productivity and accomplishments, or identification of current resource needs (staff, supplies, equipment, and space). The employee prepares narrative reports containing a statement of the issue or problem, background, observations, options for change, and recommendations for action and presents to ASD leadership.

Findings and recommendations are based upon analysis of work observations, review of production records or similar documentation, research of precedent studies, and application of standard administrative or financial guidelines (e.g., staffing guidelines or performance and production standards)

CASSIFIERS SIGNATURE	DATE ,	SUPERVISOR'S SIGNATURE	DATE
D. Clomit	5/11/10	Bur stock	1/19/14

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information	Percentage of Time Spent on
Name Same	Extramural Resources Management
Position Number	This position has no extramural resources management responsibilities. X Total extramural resources management duties
TitleAdministrative Specialist	occupy less than 25% of time. Total extramural resources management duties occupy 25% to 50% of time. These duties are
Series/Grade0301/09	indicated below and described in the position description.
Organization USEPA/OAR/OTAQ/ASD/IO	Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
When this checklist is used as an amendment to a position of Supervisor's Signature	Date //13/16
Personnel Specialist's Signature	Date 5 11 (6
Part 1. Contracts Management Duties Pre-award: Plans procurements Estimates costs Obtains funding commitments Prepares procurement requests Writes statements of work Reviews statements of work Processes unsolicited proposals Responds to pre-award inquiries	Monitors management and performance of delivery orders/work assignments after award Defines scope of work for work assignments Approves payment requests or ACH drawdowns Manages cost-reimbursement contracts Reviews invoices Inspects and accepts deliverables Other (list) Close-out:
Participates in pre-award conferences Conducts technical evaluation of proposals Participates in debriefing/protests Other (list)	Writes reports on contractor performance, costs, and tasks performed Reconciles payments with work performance Closes out payments Performs cost accounting Provides assistance to Contracting Officer in settling claims
Post-award: Prepares delivery orders Reviews contractor work plans Reviews contractor progress reports	Other (list)
Monitors government-furnished property Monitors cost, management, and overall technical performance of contract after award	Percentage of Time Spent on Contracts Management:

Part 2. Grants/Cooperative Agreements Duties	Advises Grants Management Office of potential
Pre-application/Application	problems/issues Participates in decision/actions to ensure
Prepares solicitation for proposals	successful project completion and in decisions to
Identifies potential grantees for areas of program	impose sanctions
emphasis	Approves payments requests or ACH drawdowns
Makes initial determinations (whether project is	Reviews requests for modifications, additional
procurement or assistance, whether agency has	funding, etc. and makes recommendations to
legal authority, whether applicant is eligible.	Grants Management Office
whether funding is available, etc.)	Negotiates amendments
Provides administrative information to applicants	Reviews Cost/Price/Analysis for recipient
Determines appropriateness of applicant -s	contracts/change orders (Superfund only)
workplan/activities/budget and compliance with	When necessary, recommends termination of the
regulations and guidelines and negotiates	agreement
changes with applicant	Resolves with Grants Management Office
Assists applicant in resolving issues in application	administrative and financial issues
For cooperative agreement, determines	Conducts periodic reviews to ensure compliance
substantial Federal involvement and develops a	with agreement
condition for agreement	Other (list)
Negotiates level of funding	
Conducts site visits to evaluate program capability	Close-out
Serves as resource to Selection Panel	Certifies deliverables were satisfactory and timely
Informs applicants of funding decisions	Provides assistance to recipients and Grants
Other (list)	Management Office to ensure timely closeout
6 . a.ml	Reconciles payment with work performed
Award	Notifies recipient of close-out requirements
Prepares funding package, including Decision Memorandum	Obtains legal assistance if necessary to resolve
	incomplete close-out If project is audited, responds to issues and
Obtains concurrences/approvals Reviews/concurs in completed document	ensures recipient complies with audit
Establishes project file	recommendations
Other (list)	Other (list)
Office (flat)	Omer (not)
/roject Management/Administration	Percentage of Time Spent on Grants/Cooperative
Manitary engineers activities and surrous	
Wightons recipients activities and progress	Aurements management:
Monitors recipients activities and progress Reviews reports and deliverables and notifies	Agreements Management:
Reviews reports and deliverables and notifies recipient of comments	Agreements Management:
Reviews reports and deliverables and notifies	-
Reviews reports and deliverables and notifies recipient of comments	-
Reviews reports and deliverables and notifies recipient of comments Provides technical assistance to recipients	0 %
Reviews reports and deliverables and notifies recipient of comments	-
Reviews reports and deliverables and notifies recipient of comments Provides technical assistance to recipients	Monitors cost management and overall lechnical performance Participates in decisions about project
Reviews reports and deliverables and notifies recipient of comments Provides technical assistance to recipients Part 3. Interagency Agreements Duties	Monitors cost management and overall lechnical performance Participates in decisions about project modification/termination
Reviews reports and deliverables and notifies recipient of comments Provides technical assistance to recipients Part 3. Interagency Agreements Duties Pre-Agreement	Monitors cost management and overall technical performance Participates in decisions about project modification/termination Conducts periodic review of Superfund State
Pre-Agreement Plans and negotiates work effort	Monitors cost management and overall technical performance Participates in decisions about project modification/termination Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
Pre-Agreement Plans and negotiates work effort Estimates costs Obtains funding commitments Prepares commitment notice	Monitors cost management and overall technical performance Participates in decisions about project modification/termination Conducts periodic review of Superfund State contracts payment receipts (Superfund only) Inspects and accepts deliverables
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Pre-Agreement Plans and negotiates work effort Estimates costs Obtains funding commitments Prepares commitment notice Writes or reviews scope of work Responds to pre-agreement conferences	Monitors cost management and overall technical performance Participates in decisions about project modification/termination Conducts periodic review of Superfund State contracts payment receipts (Superfund only) Inspects and accepts deliverables Other (list) Close-out
Pre-Agreement Plans and negotiates work effort Estimates costs Obtains funding commitments Prepares commitment notice Writes or reviews scope of work Responds to pre-agreement conferences Coordinates with appropriate staff in developing	Monitors cost management and overall lechnical performance Participates in decisions about project modification/termination Conducts periodic review of Superfund State contracts payment receipts (Superfund only) Inspects and accepts deliverables Other (list) Close-out Reviews final report
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Pre-Agreement Plans and negotiates work effort Estimates costs Obtains funding commitments Prepares commitment notice Writes or reviews scope of work Responds to pre-agreement inquiries Participates in pre-agreement conferences Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs) Negotiates and ensures execution of Superfund	Monitors cost management and overall lechnical performance Participates in decisions about project modification/termination Conducts periodic review of Superfund State contracts payment receipts (Superfund only) Inspects and accepts deliverables Other (list) Close-out Reviews final report Decides on disbursement of equipment Reconciles payments with work performed
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POS	onmental Protection Agency SITION DESCRIPTION COVERSHEET	1. DUTY LOCAT Ann Art	X41	1100	ON NUMBE 400	
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7	b. Title		c. Pay Plan	d. Series	e. Grade	r. CLC
icial Anocation	Administration Specialis	7	GS	0301	\1	
4. Supervisor's Recommendation	Administrative Specialist		GS	0301	11	
S. ORGANIZATION.	AL TITLE OF POSITION (if any)	6. NAME OF EMPL	OYEE Sala?	or-Gree	ne Na-	talie.
7. ORGANIZATIO	ON (Give complete organizational breakdown)	e. Chief of Staff-Ar	nn Arbor)		
a. U.S. ENVIRONN	MENTAL PROTECTION AGENCY	f.				
b. Office of Air and	Radiation	g.				
c. Office of Transpor	rtation and Air Quality	h. Employing Offic	ce Location:			
d. Office of the Direc	etor	i. Organization Cod	de: I	4CDO OFFE	W .	
8. SUPERVISORY	STATUS	and the second s	er per manger a resignation a street of politic and film of the section of the se	7 / /		
□ [2] Supervisor	or Manager. Position requires the exercise of superv	isory or managerial respon	sibilities that me	et, at least, the r	minimum requ	uirements
position class	on of the General Schedule Supervisory Guide (GSSG sification standards. Position meets the definition of Supervisor in 5.U.S.C					
GSSG.	t Official. Position meets the definition of Manageme					
Supervisor/M	lanager or the definition of Supervisor in 5.U.S.C. 710)3(a)(10).				
Grade Evalua	on leads a team performing one-grade interval work an ation Guide (WLGEG) or is under a wage system and	meets similar minimum requ	quirements as spe	cified by those	job standards	or other
am Leade	the applicable pay system. r. Position leads a team performing two-grade interva	nl work and meets the minit	mum requiremen	ts for applicatio	n of Part II o	f the
WLGEG. × [8] All Other Pos	sitions. Position does not meet any of the above defin	itions. This is a non-super-	visor/non-manag	erial position.		
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relationships and that th	CERTIFICATION 1 certify that this is an accurate state position is necessary to carry out governmental functions	for which I am responsible. The	ne certification is n	ade with the know	wledge that this	S
statutes or their implem	d for statutory purposes relating to appointment and payment tenting regulations.					5 01 3ucii
a. Typed Name and	l Title of Immediate Supervisor	d. Typed Name an	d Title of Secon	d-Level Super	visor	
Tracey Bradish, Chic	ef of Staff-Ann Arbor	Leila Holmes Cook	. Associate Direc	tor, OTAQ	1 6 D	
b. Signature	c. Date	e. Signature	2. 11	for	f. Date	: /
/ Vau	UX + Dato 1/10/20		Mas	THC	- 11/1	3/16
10. OFFICIAL CLA	ASSIPICATION CERTIFICATION: I certify that thi the U.S. Office of Personnel Management or, if no published	s position has been classified/g I standards apply directly, cons	raded as required l sistently with the m	by Title 5, U.S. Co lost applicable pul	ode, in conforn blished standar	rance with ds.
a. Promotion Potes	ntial no promotion potential	s planned and employee pr	opresses satisfac	orily, this posit	ion has know	n
☐ This position has	promotion potential promotion potential to		02103303 3003100			
b. PSB Risk Designa		cal, Additional" (IA)	e. FLSA Deteri			ctional fication
☐ 1 Low ☐ 2 Moderate	☐ OGE-450 Required Allocation ☐ OGE-278 Required ☐ may be	This position	(*check exempti		Code	neacton.
□ 3 High	☑ No financial disclosure ☐ may no	it be IA'ed	Administrati		(2)	
Security Clearance forms required						
g. Bargaining h.	Check, if applicable:	i. Classifier's S	Signature		j. Dat	e l
10110	Medical Monitoring Required Extramural Resources Management Duties (9% o	of time)	In I	e	5/1	1/16
III. ARKS	This position is subject to random drug testing (2000-0-			
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Office of Air & Radiation Office of Transportation & Air Quality Assessment & Standards Division Immediate Office Administrative Specialist, GS-301-11

INTRODUCTION

This position is located in the Environmental Protection Agency (EPA). Office of Air & Radiation (OAR). Office of Transportation and Air Quality (OTAQ), Assessment and Standards Division (ASD). Immediate Office (IO).

OTAQ has national responsibility for analyzing, controlling and reducing emissions from all mobile sources of air pollution. Mobile sources include cars, trucks, buses, motorcycles, farm and construction equipment, lawn and garden equipment, marine engines, aircraft, and locomotives.

The mission of ASD is to develop control strategies, reduce emissions from mobile sources through the establishment of national standards for vehicles, engines, and fuels. ASD carries its mission through regulation, policy, and technology development, guided by the assessment of environmental and economic impacts, policy development and analysis, and the demonstration of innovative technologies.

DUTIES AND RESPONSIBILITIES

The employee serves as the Administrative Specialist for the Division, providing general management of administrative processes and systems. The position supports policies and programs required to carry out ASD's responsibilities in the development of regulatory programs for vehicles, engines, and fuels.

To perform the job, the employee performs a variety of assignments revolving around the following main areas: 1) administrative management and support; 2) financial management (budget/contracts/grants/purchase cards); 3) human resources administration; and 4) communications/outreach. The employee uses knowledge of Division programs to make decisions on priorities and to provide direction and guidance in the management of Division office operations.

Administrative Management and Support:

- Serves as the contact for OTAQ and Agency administrative processes (e.g., time and attendance, travel, records management, etc.) within the Division and provides guidance accordingly to administrative staff in ASD:
- Provides direction and guidance on administrative procedures and processes to ensure consistency across the Division and compliance with OTAQ and Agency requirements: keeps Division informed on new policies;
 - Updates the Division Director's calendar/schedule to include meetings and travel;
- Helps to develop and implement standard operating procedures to support the administrative needs of the Division;

order to support the effective planning and implementation of public hearings. This knowledge is used for coordinating, performing and tracking all administrative processes and procedures in the Division.

- Strong written and verbal communication skills. This knowledge/skill is used to effectively provide guidance and direction to ASD management and staff regarding administrative processes, to serve as Division liaison with Office/Agency personnel, and to prepare relevant materials and reports.
- Professional knowledge of various automated systems such as FPPS, PeoplePlus, and COMPASS. This skill is used for processing personnel actions, managing timekeeping activities, and developing contracts and grants.
- Strong project leadership skills. This knowledge/skill is used to effectively monitor and track administrative processes and actions, and provide support to Division meeting, such as public hearings.
- Strong ability to critically analyze budget data for a large organization. This ability is used for identifying and resolving common budgetary problems within the Division.
- Strong teamwork and collaboration skills. This knowledge/skill is used to lead and/or mentor the administrative team and to effectively coordinate work with co-workers (management and staff) in the Office and the Agency.
- Strong analytical skills. This knowledge/skill is used to assess the effectiveness of Division administrative processes and materials, identify any gaps and weaknesses, create solutions and/or recommend improvements, and implement those solutions/improvements.

Factor 2: Supervisory Controls

Level 2-4 (450 points)

The supervisor sets the overall objectives of the work, providing general guidance on project plans for assigned duties. However, the employee will generally make independent decisions on daily matters that are based on standard operating procedures or prior practice. The supervisor will rely on the knowledge of the employee of administrative and budget-related processes for the daily operation of the Division. For routine and day-to-day administration of Division operations, the employee will use his/her understanding and knowledge of Division programs, staff, policies, and needs to carry out his/her assigned duties. The employee will also seek assistance from other staff in the Division, Office, and Agency carry out assigned duties, including the organization of resources needed to carry out the tasks required for the effective operation of the Division. Significant problems or controversial issues are referred to the supervisor. The employee will inform the supervisor of potentially controversial findings, issues, or problems with widespread impact but otherwise will carry out the assigned tasks independently. Work that is controversial or impacts the Division is reviewed upon completion for technical adequacy, consistency with objectives, and adherence to standard practices. Otherwise, routine work products do not need higher level review.

Factor 3: Guidelines

Level 3-3 (275 points)

Guidelines consist of Federal, EPA, OTAQ, ASD policies and procedures, and instructions given by the supervisor, along with standard reference materials, texts, and manuals covering the application of analytical methods and techniques (statistical, descriptive or evaluative) and instructions and manuals covering the subject involved (e.g., organizations, equipment, procedures, policies, and regulations).

Factors 6 and 7: Personal Contacts / Purpose of Contacts Level 6-4/7-C (230 points) Contacts are with individuals or groups from inside and outside of the employing agency at national or international levels in highly unstructured settings. These could include phone calls and electronic communications involving staff, mangers, contractors, Members of Congress, representatives of foreign governments, presidents of domestic and international large firms, members of the news media, leaders of public action groups, and members of the public.

The purpose and extent of each contact is different and the role and authority of each party must be identified and developed during the course of the interaction. The purpose of personal contacts range from factual exchanges of information to resolving problems affecting the efficient operation of the Division. This could include resolving discrepancies on time reporting. negotiating issues related to budget and/or contracts, providing guidance to staff and managers on required administrative procedures, dealing with vendors providing services to the Division, etc.

Factor 8: Physical Demands

Level 8-1 (5 Points)

Work is basically sedentary with minimal physical demand required. There is some carrying of light items such as papers and files. Occasional walking, bending, or climbing may be required.

Factor 9: Work Environment

Level 9-1 (5 Points)

The work is performed primarily in on office environment. At times the employee may be required to visit the laboratory where normal safely precautions must be observed. The work area is adequately lighted, heated, and ventilated.

Total Points =2590

Position Classification Evaluation Statement Request No.: No action

1. INTRODUCTION:

A. Position Location: OAR; OTAQ; ASD; IO

B. Action Requested: Recruitment

C. Proposed Classification: Administrative Specialist GS-301-11 (Target GS-13)

D. Audit or Supervisory Interview: No

II. REFERENCES: (a) OPM PC Flysheet for GS-301 Series, TS-34, 1/79; (b) Administrative Analysis Grade Evaluation Guide, TS-98, 8/90.

III. SERIES DETERMINATION: The work of this position involves analytical work of a general administrative nature, with no specific subject-matter occupational series being appropriate. Therefore, it is allocated to the GS-301 series.

IV. TITLE DETERMINATION: Administrative Specialist is the constructed title desired by the submitting office and is in common use throughout the agency.

V. GRADE DETERMINATION:

FACTORS	FLDS/PTS	COMMENTS
1. Knowledge Required	1-7 1250 Pts	The position meets level 1-7, at which the work requires analytical ability, judgment, discretion, and knowledge of a substantial body or administrative or program principles, concepts, policies, and objectives such as would be gained through extended graduate study or experience and skill in applying this knowledge to difficult and complex work assignments. Knowledge requires falls short of level 1-8, which is an expert analyst level; work requires application of a wide range of qualitative/quantitative methods for assessment and improvement of program effectiveness of complex management processes and systems.
2. Supervisory Controls	2-4 450 Pts	The position receives general supervision typical of level 2-4. Supervisor assigns work in terms of overall objectives and resources available. Employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. Employee independently plans, organizes and performs the work; determines the approach and makes modifications as needed. Work is reviewed for feasibility and effectiveness in meeting the assignment requirements. The supervisory controls fail to reach level 2-5, which is a level of extraordinary independence.
3. Guidelines	3-3 275 Pts	The position meets level 3-3. Guidelines are available but are not completely applicable. Incumbent uses judgment in

4. Complexity	4-4	225 Pts	evaluating, selecting, and adapting the appropriate guidelines. The position does not level 3-4 at which guidelines at which guidelines consist of administrative policies/precedents which are available but are often inadequate in dealing with the more complex or unusual problems. The incumbent is required to use resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional techniques and practices in developing solutions to problems where precedents are not applicable. The position meets level 4-4 at which work involves the application of standard practices to new situations and relating
			new work situations to precedent ones. Incumbent modifies, adapts, or makes compromises with standard guides. The position does not reach level 4-5 at which the work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs; assignments require developing detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or developing criteria for evaluating the effectiveness of the
5 Sagna &	5-3	150 Pts	program. The position meets level 5-3. Purpose of the work is to perform
5. Scope & Effect			routine assignments. The work affects the accuracy, reliability, and timeliness of projects or services provided by the organization. The position does not reach level 5-4 at which the purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations; establish criteria to measure and/or predict attainment of program goals and objectives and developing related administrative regulations.
6. Personal Contacts	6-4	see #7	Contacts meet level 6-4, which (according to the PD) include high-ranking officials of other agencies, Members of Congress, representatives of foreign governments, presidents of large domestic and international firms, members of the news media, leaders of public action groups, state executives or legislative leaders, etc., in highly unstructured settings. The purpose and extent of each contact is different, and the role and authority of each party must be identified and developed during the course of the interaction. Personal contacts exceed level 6-3 and include other agencies, contractors, private industry, and public groups, who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.
7. Purpose of Contacts	7-с	180 Pts	Purpose of contacts meets level 7-c, at which the purpose is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement

			or program effectiveness. Purpose of contacts does not meet level 7-d, at which the purpose is to justify, settle matters involving significant or controversial issues such as recommendations affecting major programs, dealing with substantial expenditures, or significantly changing the nature and scope or organizations
8. Physical Demands	8-1	5 Pts	Work is sedentary.
9. Work Environment	9-1	5 Pts	Work is performed in an office environment, although some field visits may be necessary.
Total Points:	-	2590	2355—2750 converts to GS-11

VI. SUMMARY:

- A. FINAL TITLE, SERIES, GRADE: Administrative Specialist, GS-301-11
- B. FLSA DETERMINATION: Exempt under 5 USC 551.206
- C. FUNCTION CODE:
- D. DRUG TESTING REQUIREMENTS: Information not provided.
- E. FINANCIAL DISCLOSURE REQUIRED: Information not provided.

VII. SIGNATURE AND DATE

Barbara M. Moon.

4/22/16 Date

Barbara M. Moore Sr. Contract Classification Specialist FPMI Solutions, Inc.

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information	Percentage of Time Spent on Extramural Resources Management				
Name	This position has no extramural resources				
Position Number <u>LA90400</u>	management responsibilities. Total extramural resources management duties				
TitleAdministrative Specialist	occupy less than 25% of time. Total extramural resources management duties occupy 25% to 50% of time. These duties are				
Series/Grade0301/11	indicated below and described in the position description.				
OrganizationUSEPA/OAR/OTAQ/ASD/IO	Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.				
When this checklist is used as an amendment to a position of upervisor's Signature	Date ///3/16				
Personnel Specialist's Signature 2.0900	Date 5/11/14				
Part 1. Contracts Management Duties	Monitors management and performance of delivery orders/work assignments after award				
Pre-award: Plans procurements Estimates costs Obtains funding commitments Prepares procurement requests	Defines scope of work for work assignments Approves payment requests or ACH drawdowns Manages cost-reimbursement contracts Reviews invoices Inspects and accepts deliverables				
Writes statements of work Reviews statements of work Processes unsolicited proposals	Other (list)				
Responds to pre-award inquiries Participates in pre-award conferences Conducts technical evaluation of proposals Participates in debriefing/protests Other (list)	Close-out: Writes reports on contractor performance, costs, and tasks performed Reconciles payments with work performance Closes out payments Performs cost accounting Provides assistance to Contracting Officer in				
Post-award: Prepares delivery orders Reviews contractor work plans Reviews contractor progress reports	settling claims Other (list)				
Monitors government-furnished property Monitors cost, management, and overall technical performance of contract after award	Percentage of Time Spent on Contracts Management:				

Part 2.	Grants/Cooperative Agreements Duties		Advises Grants N	lanagement Off	ice of potential
Pre-ap	plication/Application:		Participates in de	cicion/actione to	OCCURA
	Oronovan amiliation for	*************	successful projec	Lisionilaction are	t in decisions to
	Identifies potential grantees for areas of program		impose sanctions		in decisions to
	emphasis	W0000 - W00000-01000000	Approves paymer		ACH drawdowns
No comme design per complex.	Makes initial determinations (whether project is		Reviews requests	for modification	s, additional
	procurement or assistance, whether agency has		funding, etc. and	makes recomme	endations to
	legal authority, whether applicant is eligible.		Grants Managem		
	whether funding is available, etc.) Provides administrative information to applicants		Negotiates amend	Iments	and the second
	Determines appropriateness of applicant -s	*********	Reviews Cost/Pric	ce/Analysis for re	ecipient
	workplan/activities/budget and compliance with		contracts/change When necessary.	recommende le	na only)
	regulations and guidelines and negotiates		agreement	recommends te	Bill to Hollamitti
	changes with applicant		Resolves with Gra	ints Managemer	nt Office
No commente de la companya	Assists applicant in resolving issues in application		administrative and		
	For cooperative agreement, determines	APPARENT AND	Conducts periodic	reviews to ensu	ire compliance
	substantial Federal involvement and develops a		with agreement		
	condition for agreement	**********	Other (list)		
	Negotiates level of funding	Close-	must.		
	Conducts site visits to evaluate program capability Serves as resource to Selection Panel	Close-	Certifies deliverab	los vegra naticia	stan, and timely
	Informs applicants of funding decisions	*****	Provides assistant	e to recipients :	and Grants
	Other (list)	- Charleston - Cha	Management Office	e to ensure time	elv closeout
and a desired to the same			Reconciles payme	nt with work per	formed
Award			Notifies recipient of		
	Prepares funding package, including Decision	***************************************	Obtains legal assis		ary to resolve
	Memorandum		incomplete close-c		22
	Obtains concurrences/approvals		If project is audited		
	Reviews/concurs in completed document Establishes project file		ensures recipient or recommendations		on
*****	Other (list)		Other (list)		
	ordi (list)		Oliver (next)		
Project	Management/Administration:	Percen	tage of Time Spen	t on Grants/Co	operative
	Monitors recipients activities and progress	Agreen	nents Managemen	t;	
************	Reviews reports and deliverables and notifies				7 %
	recipient of comments Provides technical assistance to recipients			0	1
	To the second se		l		
	Interagency Agreements Duties		Monitors cost man- performance	<i>■</i>	
Pre-Agr	eement	-	Participates in deci		ect
	Plans and negotiates work effort		modification/termin Conducts periodic		fund State
	Estimates costs Obtains funding commitments	A SUB-INVESTIGATION OF	contracts payment		
	Prepares commitment notice		inspects and accep		
	Writes or reviews scope of work	NO STATE OF THE PARTY OF THE PA	Other (list)		
	Responds to pre-agreement inquiries	and the same of th			
	Participates in pre-agreement conferences	Close-o			
	Coordinates with appropriate staff in developing		Reviews final repor		
	Independent Government Cost Estimates (IGEs)		Decides on disburs Reconciles paymen	ement of equipr	rformed
	Negotiates and ensures execution of Superfund		Reviews Superfund		
	State Contracts (Superfund only)		reimbursement (Su		a to oriotio (ter
	Performs technical evaluation of work plan and		Certifies deliverable		
	budget Prepares funding package and obtains necessary		Resolves close-out	issues with Gra	ints
The state of the s	concurrences		Management Office		
	Other (list)	-	Other (list)		
Project M	Management/Administration	Time Sp	ent on Interagence	y Agreements	Management:
.55			and the second s		1
	Reviews progress reports/financial reports			1 1	%



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semes, Ts-	34, 1/79; (b) Administrature	bullyn's Grade	Eusliet	■	e, TS-99		
	b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC	
ficial	Administration Special	-5	GS	0301	12		
4. Supervisor's Recommendation	Administrative Specialist		GS	0301	12		
5. ORGANIZATION	AL TITLE OF POSITION (if any)	6. NAME OF EMPL	OYEE SOLO	occ Gree	100 10-	Lalia	
7. ORGANIZATIO	N (Give complete organizational breakdown)	e. Chief of Staff-Ar	in Arbor	341-0100	ne, rau.	JAIL	
a. U.S. ENVIRONN	MENTAL PROTECTION AGENCY	f.	***************************************				
b. Office of Air and	Radiation	g.					
c. Office of Transpor	rtation and Air Quality	h. Employing Offic	ee Location:				
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8. SUPERVISORY	STATUS	CHARLES AND AND THE PROPERTY OF THE PROPERTY O					
for application position class	or Manager. Position requires the exercise of su on of the General Schedule Supervisory Guide (GS sification standards. Position meets the definition of Supervisor in 5.1	SSG) or similar standards for m	nimum supervis	ory responsibilit	y specified in	other	
GSSG.							
	t Official. Position meets the definition of Mana- lanager or the definition of Supervisor in 5.U.S.C.		3(a)(11), but doc	s not meet the C	1330 denniu	эн өг	
Grade Evalua	on leads a team performing one-grade interval wor ation Guide (WLGEG) or is under a wage system						
[]eam Leade	the applicable pay system. r. Position leads a team performing two-grade in	terval work and meets the minii	num requiremen	ts for application	n of Part II of	the	
WLGEG. X [8] All Other Pos	sitions. Position does not meet any of the above of	definitions. This is a non-super-	/isor/non-manag	erial position.			
relationships and that th	CERTIFICATION 1 certify that this is an accura ne position is necessary to carry out governmental functi d for statutory purposes relating to appointment and pay centing regulations.	ions for which I am responsible. Th	e certification is m	ade with the know	vledge that this		
	Title of Immediate Supervisor	d. Typed Name an	d Title of Secon	d-Level Superv	isor		
Tracey Bradish, Chic	of Staff-Ann Arbor	Leila Holmes Cook.	Leila Holmes Cook, Associate Director, OTAQ				
b. Signature	c. Date	e. Signature					
(Val	UX + Das 11/18/	2015 Vary	nas	, TLHC	11/18	3/16	
10. OFFICIAL CLAstandards published by	ASSIPICATION CERTIFICATION: I certify that the U.S. Office of Personnel Management or, if no publ	at this position has been classified/g lished standards apply directly, cons	raded as required b	y Title 5, U.S. Co ost applicable pub	de, in conform dished standard	ance with	
a. Promotion Poter	atial		р		b b		
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□ 1 1.0%		ation This position by be IA'ed	☑ NONEXEM! (* <i>check exempti</i>	PT EXEMPT	Classif	ication	
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Recommendation 5 ORGANIZATION	Administrative Specialist M. TITLE OF POSITION (If any)			GS	0301	12.		
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ا Assessment	& Standards Division		i Organization Co	ode LCD(00000			
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stantes of their impleme ii. Typed Same and	Title of Immediate Supervisor		d. Typed Same a	nd Title of Second	-Level Superv	isor	and constructive the first state of the stat	
William Charmley	, Director, ASD		Christopher Grundler, Director, OTAO					
b. Signature	c. 1	Date	c. Signature f. Date					
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POSITION DESCRIPTION AMENDMENT EMPLOYEE NAME ORGANIZATION LOCATION OF POSITION OAR/OTAQ/ASD/IO POSITION TITLE SERIES GRADE POSITION NUMBER Admin Specialist 0301 12

AMENDMENT

This position has been reconstructed downward to grade level GS-12 in order to provide progression to the full performance level GS-13

The incumbent receives on-the-job training, progressively more complex assignments, and closer supervision in the performance of duties leading to the next higher level.

The incumbent may be considered for promotion when he/she has satisfactorily completed appropriate training, demonstrates the ability to perform work at the higher grade level, and meets besic qualification and eligibility requirements including time-in-grade and specialized experience.

Duties and responsibilities are essentially the same as described at the GS-13 level, except for the following factors. The position operates with a lesser level of independence and authority. Assignments are less controversial

Factor 1: Knowledge Required By The Position - Level 1-7 (1250 points)

- Professional knowledge of pertinent laws, regulations, policies, and precedents which affect ASD administrative
 operations. This includes knowledge of the following. Agency timekeeping rules and regulations. Agency travel rules and
 regulations; Agency records management rules and regulations, Agency financial processes; Agency processes and
 requirements for personnel actions, training, performance agreements, and recruitment/hiring; and Division programs in
 order to support the effective planning and implementation of public hearings. This knowledge is used for coordinating,
 performing, and tracking all administrative processes and procedures in the Division.
- Strong written and verbal communication skills. This knowledge/skill is used to effectively provide guidence and direction to ASD management and staff regarding administrative processes, to serve as Division flaison with Office/Agency personnel, and to prepare relevant materials and reports
- Professional knowledge of various automated systems such as EPPS, PeoplePlus, and COMPASS. This knowledge is
 used for processing personnel actions, managing timekeeping activities, and developing contracts and grants.
- Strong project teadership skills. This knowledge/skill is used to effectively monitor and track administrative processes and actions, and provide support to Division meetings, such as public hearings.
- Strong sbillty to critically analyze budget data for a large organization. This ability is used for identifying and resolving common budgetary problems within the Division
- Strong teamwork and collaboration skills. This knowledge/skill is used to lead and/or mentor the administrative team and to effectively coordinate assignments with co-workers (management and stell) in the Office and the Agency
- Strong analytical skills. This knowledge/skill is used to assess the effectiveness of Division administrative processes and
 materials, identify any gaps and weaknesses, create solutions and/or recommend improvements, and implement those
 solutions/improvements.

CLASSIFIERS SIGNATURE	DATE	SUPERVISOR'S SIGNATURE	DATE
		Lee Strike	1/19/16

Office of Air & Radiation Office of Transportation & Air Quality Assessment & Standards Division Immediate Office Administrative Specialist, GS-301-12

Position Description Amendment

This position has been reconstructed downward to grade level GS-12 in order to provide progression to the full performance level GS-13.

The incumbent receives on-the-job training progressively more complex assignments and closer supervision in the performance of duties leading to the next higher level.

The incumbent may be considered for promotion when he/she has satisfactory completed appropriate training, demonstrates the ability to perform work at the higher grade level and meets basic qualification and eligibility requirements including time-in-grade and specialized experience.

Duties and responsibilities are essentially the same as described at the GS-13 level, except for the following factors. The position operates with a lesser level of independence and authority. Assignments are less controversial.

Factor 1: Knowledge Required by the Position – Level 1-7 (1250 points)

- Professional knowledge of pertinent laws, regulations, policies, and precedents which affect ASD administrative operations. This includes knowledge of the following: Agency timekeeping rules and regulations; Agency travel rules and regulations; Agency records management rules and regulations; Agency financial processes; Agency processes and requirements for personnel actions, training, performance agreements, and recruitment/hiring; and Division programs in order to support the effective planning and implementation of public hearings. This knowledge is used for managing and tracking all administrative processes and procedures in the Division.
- Strong written and verbal communication skills. This knowledge/skill is used to effectively provide guidance and direction to ASD management and staff regarding administrative processes, to serve as Division liaison with Office/Agency personnel, and to prepare relevant materials and reports.
- Professional knowledge of various automated systems such as FPPS, PeoplePlus, and COMPASS. This skill is used for processing personnel actions, managing timekeeping activities, and developing contracts and grants.
- Strong project management and organizational skills. This knowledge/skill is used to effectively monitor and track administrative processes and actions, and provide support to Division meeting, such as public hearings.
- Strong ability to thoroughly and critically analyze budget data for a large organization. This ability is used for identifying and resolving common budgetary problems within the Division.

- Strong teamwork skills. This knowledge/skill is used to lead and/or mentor the administrative team and to effectively coordinate work with co-workers (management and staff) in the Office and the Agency.
- Strong analytical and decision-making skills. This knowledge/skill is used to assess the effectiveness of Division administrative processes and materials, identify any gaps and weaknesses, create solutions and/or recommend improvements, and implement those solutions/improvements.

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information Name Position Number	Percentage of Time Spent on Extramural Resources Management This position has no extramural resources management responsibilities. Total extramural resources management duties occupy less than 25% of time. Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description. Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
When this checklist is used as an amendment to a position of Supervisor's Signature Personnel Specialist's Signature	Date
Part 1. Contracts Management Duties Pre-award: Plans procurements Estimates costs Obtains funding commitments Prepares procurement requests Writes statements of work Reviews statements of work Processes unsolicited proposals Responds to pre-award inquiries	delivery orders/work assignments after award Defines scope of work for work assignments Approves payment requests or ACH drawdowns Manages cost-reimbursement contracts Reviews invoices Inspects and accepts deliverables Other (list)
Conducts technical evaluation of proposals Participates in debriefing/protests Other (list)	Close-out. Writes reports on contractor performance, costs, and tasks performed Reconciles payments with work performance Closes out payments Performs cost accounting Provides assistance to Contracting Officer in settling claims
Post-award: Prepares delivery orders Reviews contractor work plans Reviews contractor progress reports Monitors government-furnished property Monitors cost, management, and overall technical performance of contract after award	Other (list) Percentage of Time Spent on Contracts Management:

Pre-application/Application: Prepares solicitation for proposals Identifies potential grantees for areas of program emphasis Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.) Provides administrative information to applicants Determines appropriateness of applicanters workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant Assists applicant in resolving issues in application For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	Advises Grants Management Office of potential problems/issues Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions Approves payments requests or ACH drawdowns Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office Negotiates amendments Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only) When necessary, recommends termination of the agreement Resolves with Grants Management Office administrative and financial issues Conducts periodic reviews to ensure compliance with agreement Other (list)
Negotiates level of funding Conducts site visits to evaluate program capability Serves as resource to Selection Panel Informs applicants of funding decisions Other (list) Award Prepares funding package, including Decision Memorandum Obtains concurrences/approvals Reviews/concurs in completed document Establishes project file Other (list) roject Management/Administration. Monitors recipients activities and progress Reviews reports and deliverables and notifies	Close-out: Certifies deliverables were satisfactory and timely Provides assistance to recipients and Grants Management Office to ensure timely closeout Reconciles payment with work performed Notifies recipient of close-out requirements Obtains legal assistance if necessary to resolve incomplete close-out If project is audited, responds to issues and ensures recipient complies with audit recommendations Other (list) Percentage of Time Spent on Grants/Cooperative Agreements Management:
recipient of comments Provides technical assistance to recipients	0 "
Pre-Agreement Plans and negotiates work effort Estimates costs Obtains funding commitments Prepares commitment notice Writes or reviews scope of work Responds to pre-agreement inquiries Participates in pre-agreement conferences Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs) Negotiates and ensures execution of Superfund State Contracts (Superfund only) Performs technical evaluation of work plan and budget Prepares funding package and obtains necessary concurrences Other (list)	Monitors cost management and overall technical performance Participates in decisions about project modification/termination Conducts periodic review of Superfund State contracts payment receipts (Superfund only) Inspects and accepts deliverables Other (list) Close-out Reviews final report Decides on disbursement of equipment Reconciles payments with work performed Reviews Superfund State Contracts to ensure full reimbursement (Superfund only) Certifies deliverables Resolves close-out issues with Grants Management Office/other agency Other (list)
Project Management/Administration	Time Spent on Interagency Agreements Management:
Reviews progress reports/financial reports	() %



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for application position class [4] Supervisor. GSSG. [5] Management Supervisor/M [6] Lead Position Grade Evaluation Frectives of t	or Manager. Position requires the exercise of sup- n of the General Schedule Supervisory Guide (GS: ification standards. Position meets the definition of Supervisor in 5.U. Official. Position meets the definition of Manager anager or the definition of Supervisor in 5.U.S.C., In leads a team performing one-grade interval work tion Guide (WLGEG) or is under a wage system a the applicable pay system.	SG) or similar standards for mi S.C. 7103(a)(10), but does not ement Official in 5.U.S.C. 710 7103(a)(10). c and meets the minimum requind meets similar minimum req	inimum supervison meet the minimu 3(a)(11), but does irements for appluirements as spe	ory responsibiling requirements not meet the lication of Part cified by those	ity specified in ts for applicat GSSG definiti I of the Work job standards	n other ion of the ion of Leader or other		
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relationships and that th	CERTIFICATION I certify that this is an accurate e position is necessary to carry out governmental function of the for statutory purposes relating to appointment and paymenting regulations.	ns for which I am responsible. Th	e certification is m	ade with the kno	wledge that this	į		
	Title of Immediate Supervisor	d. Typed Name an	d. Typed Name and Title of Second-Level Supervisor					
Tracey Bradish, Chie	f of Staff-Ann Arbor	Leila Holmes Cook.	Associate Direc	tor, OTAQ				
b. Signature		e. Signature	nas	FLHC	f. Date	3/16		
standards published by t	SSPICATION CERTIFICATION: I certify that he U.S. Office of Personnel Management or, if no publis	this position has been classified/g shed standards apply directly, cons	raded as required b istently with the m	y Title 5, U.S. Cost applicable pu	ode, in conform blished standard	ance with ds.		
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 □ [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. □ [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), big does not meet the minimum requirements for application of the GSSG. □ [5] Management Official. Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), big does not meet the GSSG definition of Supervisor Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). □ [6] Used Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part 1 of the Work Leader Grade Evaluation Guide (WLGEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. □ [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the W1 GEG. ☑ [8] All Other Pusitions. Position does not meet any of the above definitions. This is a non-supervisor/mon-managerial position. 						or of the on of Leader or other	
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Position Description Administrative Specialist, GS-0301-13

INTRODUCTION

This position is located in the Environmental Protection Agency (EPA), Office of Air and Radiation (OAR), Office of Transportation and Air Quality (OTAQ), Assessment and Standards Division (ASD), Immediate Office (IO).

OTAQ has national responsibility for analyzing, controlling, and reducing emissions from all mobile sources of air pollution. Mobile sources include cars, trucks, buses, motorcycles, farm and construction equipment, lawn and garden equipment, marine engines, aircraft, and locomotives.

The mission of ASD is to develop control strategies to reduce emissions from mobile sources through the establishment of national standards for vehicles, engines, and fuels. ASD carries its mission through regulation, policy, and technology development, guided by the assessment of environmental and economic impacts, policy development and analysis, and the demonstration of innovative technologies.

DUTIES AND RESPONSIBILITIES

The employee serves as the Administrative Specialist for the Division, providing general management of administrative processes and systems. The position supports policies and programs required to carry out ASD's responsibilities in the development of regulatory programs for vehicles, engines, and fuels.

To perform the job, the employee performs a variety of assignments revolving around the following main areas: 1) administrative management and support, 2) financial management (budget/contracts/grants/purchase cards), 3) human resources administration, and 4) communications/outreach. The employee uses knowledge of Division programs to make decisions on priorities and to provide direction and guidance in the management of Division office operations.

Administrative Management and Support:

- Serves as the primary contact for OTAQ and Agency administrative processes (e.g., time and attendance, travel, records management, etc.) within the Division and provides guidance accordingly to administrative staff in ASD:
 - Provides direction and guidance on administrative procedures and processes to ensure consistency across the Division and compliance with OTAQ and Agency requirements; keeps Division informed on new policies
 - o Manages the Division Director's calendar/schedule to include meetings and travel
 - Plans, develops, coordinates, and implements standard operating procedures to support the administrative needs of the Division

- Serves as the records liaison officer for ASD and conducts periodic audits of records management functions
- o Monitors space and equipment allocation
- Serves as the timekeeper for ASD, performing timekeeping duties as required by the Agency
 - O Contacts employees who have not completed their PeoplePlus entries, determines cause of non-compliance, and takes appropriate action
 - Establishes appropriate timelines for Division staff and managers to complete time and attendance entries and approvals in PeoplePlus
 - Generates reports to monitor status of PeoplePlus entries and approvals and supports supervisors as needed to ensure that all entries are accurate
 - Works with appropriate entity (IBC or HRPAYHELP) to resolve timekeeping discrepancies and attendance records

Financial Management (Budget/Contracts/Grants/Purchase Card):

- Tracks and monitors budget and work assignments for consistency with Division priorities; generates reports, tracks spending, and reconciles expenses against projections using PeoplePlus, COMPASS, Concur, Division spreadsheets and databases, etc.
- Becomes COR certified in order to develop and manage contracts/grants, and serves as project officer as needed
- Monitors contracting officer representative (COR) certification requirements; notifies CORs of requirements and provides reminders, and submits updates to OD oversight team as needed
- Oversees the use of Federal purchase cards, conducts regular reviews, resolves discrepancies, tracks training and certification, and provides guidance as needed

Human Resources Administration:

- Prepares paperwork and forms related to human resource administration (recruit actions, personnel actions, training forms, performance agreements, awards forms, etc.) as needed
- Supports management in recruiting and hiring actions (preparation of recruitment packages, interview support, candidate travel arrangements, preparation of recruitment packages, onboarding processes for new employees)
- Monitors employee training requirements, flexiplace agreements, etc.

Communications/Outreach:

- Assists teams within ASD in communications/outreach efforts, with a lead role in the planning, coordination, and administration of public hearings
- Organizes and coordinates periodic meetings with stakeholders, which could include preparing agendas and required materials, and providing other assistance as needed

Factor 1: Knowledge Required By The Position - Level 1-8 (1550 points)

 Mastery knowledge of pertinent laws, regulations, policies, and precedents which affect ASD administrative operations. This includes knowledge of the following: Agency timekeeping rules and regulations: Agency travel rules and regulations: Agency records management rules and regulations: Agency financial processes: Agency processes and

- requirements for personnel actions, training, performance agreements, and recruitment/hiring; and Division programs in order to support the effective planning and implementation of public hearings. This knowledge is used for managing and tracking all administrative processes and procedures in the Division.
- Strong written and verbal communication skills. This knowledge/skill is used to effectively provide guidance and direction to ASD management and staff regarding administrative processes, to serve as Division liaison with Office/Agency personnel, and to prepare relevant materials and reports.
- Strong skills in various automated systems such as FPPS. PeoplePlus, and COMPASS.
 This skill is used for processing personnel actions, managing timekeeping activities, and developing contracts and grants.
- Strong project management and organizational skills. This knowledge/skill is used to
 effectively monitor and track administrative processes and actions, and provide support
 to Division meetings, such as public hearings.
- Strong ability to thoroughly and critically analyze budget data for a large organization.
 This ability is used for identifying and resolving common budgetary problems within the Division.
- Strong teamwork skills. This knowledge/skill is used to lead and/or mentor the administrative team and to effectively coordinate work with co-workers (management and staff) in the Office and the Agency.
- Strong analytical and decision-making skills. This knowledge/skill is used to assess the
 effectiveness of Division administrative processes and materials, identify any gaps and
 weaknesses, create solutions and/or recommend improvements, and implement those
 solutions/improvements,

Factor 2: Supervisory Controls - Level 2-4 (450 points)

The supervisor sets the overall objectives of the work, providing general guidance on project plans for assigned duties. However, the employee will generally make independent decisions on daily matters that are based on standard operating procedures or prior practice. The supervisor will rely on the knowledge of the employee of administrative and budget-related processes for the daily operation of the Division. For routine and day-to-day administration of Division operations, the employee will use his/her understanding and knowledge of Division programs, staff, policies, and needs to carry out his/her assigned duties. The employee will also seek assistance from other staff in the Division. Office, and Agency to carry out assigned duties, including the organization of resources needed to carry out the tasks required for the effective operation of the Division. Significant problems or controversial issues are referred to the supervisor. The employee will inform the supervisor of potentially controversial findings, issues, or problems with widespread impact but, otherwise, will carry out the assigned tasks independently.

Work that is controversial or impacts the Division is reviewed upon completion for technical adequacy, consistency with objectives, and adherence to standard practices. Otherwise, routine work products do not need higher level review.

Factor 3: Guidelines - Level 3-4 (450 points)

Guidelines consists of Federal, EPA, OTAQ, ASD policies and procedures, and instructions given by the supervisor. Guidelines could include unwritten policies, precedents, and practices which may not be completely applicable to the work or may not be specific, and which deal with matters relating to judgment, efficiency, and priorities rather than processes. There will be instances when the employee's actions will be based wholly or in part on unwritten guidelines or practices that will require sound judgment. The employee also uses judgement in choosing, interpreting, or adapting available guidelines to specific issues, based on the general direction given by the supervisor.

Factor 4: Complexity - Level 4-5 (325 Points)

The work includes various duties involving different and unrelated processes and methods. This could include timekeeping, travel arrangements, budget-related issues, contracts issues, personnel actions, and communications with internal and external stakeholders. The employee works independently on tasks that typically include varied responsibilities that involve gathering information, identifying and analyzing options, and making decisions. The employee makes decisions on what needs to be done for the day-to-day administrative operations of the Division based on the employee's knowledge of the duties, priorities, commitments, policies, and procedures, guided by Agency rules and requirements. Occasionally, the employee will identify opportunities for the improvement of administrative processes to ensure that the Division is operating efficiently and that the Division staff are in compliance with Agency rules and requirements.

Factor 5: Scope and Effect - Level 5-4 (225 Points)

The employee contributes to programs that are national and international in scope. Individual contributions provide administrative support necessary to carry out the mission of ASD, including the development of regulations to control emissions from mobile sources.

The employee's oversight of the administrative processes in ASD reflects the reliability and reputation of the Division, and the quality of the work of the employee ultimately impacts the accomplishment of the mission of the Office. The employee identifies and resolves problems and issues that affect the orderly and efficient flow of administrative processes and requirements related to assigned duties with parties inside and outside the organization.

Factor 6 and 7: Personal Contacts and Purpose of Contacts - Level 3C (180 points)

Contacts are with individuals or groups from inside and outside of the employing agency at national or international levels in highly unstructured settings. These could include phone calls and electronic communications involving staff, managers, contractors, members of Congress, representatives of foreign governments, presidents of domestic and international large firms, members of the news media, leaders of public action groups, and members of the public. The purpose and extent of each contact is different, and the role and authority of each party must be

identified and developed during the course of the interaction.

The purpose of personal contacts ranges from factual exchanges of information to resolving problems affecting the efficient operation of the Division. This could include resolving discrepancies on time reporting, negotiating issues related to budget and/or contracts, providing guidance to staff and managers on required administrative procedures, dealing with vendors providing services to the Division, etc.

Factor 8: Physical Demands - Level 8-1 (5 Points)

Work is basically sedentary with minimal physical demand required. There is some carrying of light items such as papers and files. Occasional walking, bending, or climbing may be required.

Factor 9: Work Environment - Level 9-1 (5 Points)

The work is performed primarily in an office environment. At times, the employee may be required to visit the laboratory where normal safety precautions must be observed. The work area is adequately lighted, heated, and ventilated.

Total Points = 3190
Grade Conversion = GS-13
Title and Series = Administrative Specialist, GS-0301

Position Classification Evaluation Statement Request No.: No action

1. INTRODUCTION:

A. Position Location: OAR; OTAQ; ASD; IO

B. Action Requested: Recruitment

C. Proposed Classification: Administrative Specialist GS-301-13

D. Audit or Supervisory Interview: No

II. REFERENCES: (a) OPM PC Flysheet for GS-301 Series, TS-34, 1/79; (b) Administrative Analysis Grade Evaluation Guide, TS-98, 8/90.

III. SERIES DETERMINATION: The work of this position involves analytical work of a general administrative nature, with no specific subject-matter occupational series being appropriate. Therefore, it is allocated to the GS-301 series.

IV. TITLE DETERMINATION: Administrative Specialist is the constructed title desired by the submitting office and is in common use throughout the agency.

V. GRADE DETERMINATION:

FACTORS	FLDS/PTS	COMMENTS
1. Knowledge Required	1-8 1550 Pts	The position meets level 1-8. The work requires expert knowledge of and skill in applying qualitative, quantitative, analytical, and evaluative techniques to the identification, consideration, and resolution of issues facing the operation and management of administrative services and programs to the Division. This knowledge and skill is used to effectively operate and manage key functional areas such as contracts, grants, IAGs, budgets, time and attendance, HR administration, Purchase Card operations, records management, and administrative management; and to develop and carry out assessments to evaluate current programs or work processes and to recommend improvements, when necessary. Indepth knowledge of laws, regulations, policies, and precedents pertaining to personnel, operations, budgets, and/or equipment to prepare protocols, processes, and procedures to maximize efficient utilization of staff, budget, equipment, and other resources. Ability to identify, evaluate, and resolve gaps in processes, procedures, or policies; and to conduct audits of specific areas, identify necessary improvements or corrections, and implement solutions. Written and verbal communication skills are required to provide reports, analysis, briefings, and presentations. This is the highest level in the standard. The position exceeds level 1-7, at which the work requires analytical ability, judgment, discretion, and knowledge of a substantial body or administrative or program principles, concepts, policies, and objectives such as would be gained through extended

			graduate study or experience and skill in applying this knowledge
		· = 2 D.	to difficult and complex work assignments.
2. Supervisory	2-4	450 Pts	The position receives general supervision typical of level 2-4.
Controls	ļ		Supervisor assigns work in terms of overall objectives and
			resources available. Employee and supervisor, in consultation,
			develop the deadlines, projects, and work to be done. Employee
			independently plans, organizes and performs the work; determines
			the approach and makes modifications as needed. Work is
			reviewed for feasibility and effectiveness in meeting the assignment requirements.
			The supervisory controls fail to reach level 2-5, which is a level of
			extraordinary independence.
3. Guidelines	3-4	450 Pts	The position meets level 3-4 at which guidelines at which
5. Guidennes		150 1 15	guidelines consist of administrative policies/precedents which are
			available but are often inadequate in dealing with the more complex
			•
			or unusual problems (e.g., the FAR, agency contracting guides,
			various EPA manuals, travel regulations, etc.). The incumbent is
	1		required to use resourcefulness, initiative, and judgment based on
			experience to deviate from or extend traditional techniques and
]		practices in developing solutions to problems where precedents are
			not applicable.
			The position does not reach level 3-5, at which guidelines consist of
			basic administrative policy statements, references to pertinent
			legislative history, related court decisions, state and local laws, or
			policy initiatives of agency management.
4. Complexity	4-5	325 Pts	The position meets level 4-5 at which the work consists of projects
	ŀ		and studies which require analysis of interrelated issues of
	ł		effectiveness, efficiency, and productivity of substantive mission-
			oriented programs; assignments require developing detailed plans,
			goals, and objectives for the long-range implementation and
			administration of the program, and/or developing criteria for
			evaluating the effectiveness of the program.
			The position fails to reach level 4-6, at which the employee plans,
			organizes, and carries through to completion analytical studies
			involving the substance of key agency programs; typically serves as
			the team leader responsible for assigning segments of studies to
			various participants, coordinating efforts of the group and
			consolidating findings into a completed product; there is extreme
			difficulty in identifying the nature of the issues or problems to be
			studies and in planning, organizing, and determining the scope and
			depth of the study. Work typically involves efforts to develop and
			implement programs based upon new or revised legislation
			requiring consideration of the immediate sequential, and long-range
	-	005 7:	effects.
5. Scope &	5-4	225 Pts	The position meets level 5-4 at which the purpose of the work is to
Effect			assess the productivity, effectiveness, and efficiency of program
	1		operations; establish criteria to measure and/or predict attainment
	1		
			of program goals and objectives and developing related
			of program goals and objectives and developing related administrative regulations. The position does not reach level 5-5, at which the purpose of the

.

}			work is to analyze and evaluate major administrative aspects of
()			substantive, mission-oriented programs.
6. Personal	6-3 see	e #7	Personal contacts meet level 6-3 and include other agencies,
Contacts			contractors, private industry, and public groups, who are likely to
i			embrace points of view and positions that differ from those of the
	1		Agency in fundamental ways. Their objectives are likely to differ
			from program requirements and there may be elements of an
			adversarial relationship or other obstacles to overcome. This
	ļ		requires greater initiative and persistence in maintaining good
,			working relationships.
			Contacts to not meet level 6-4, which include high-ranking officials
			of other agencies, top congressional staff, state executives or
			legislative leaders, etc.
7. Purpose of	7-d 2301	Pts	Contacts meet level 6-4, which (according to the PD) include high-
Contacts			ranking officials of other agencies, Members of Congress,
			representatives of foreign governments, presidents of large
			domestic and international firms, members of the news media,
			leaders of public action groups, state executives or legislative
			leaders, etc., in highly unstructured settings. The purpose and
			extent of each contact is different, and the role and authority of
			each party must be identified and developed during the course of
			the interaction.
			Personal contacts exceed level 6-3 and include other agencies,
			contractors, private industry, and public groups, who are likely to
			embrace points of view and positions that differ from those of the
			Agency in fundamental ways. Their objectives are likely to differ
		- 1	from program requirements and there may be elements of an
		- 1	adversarial relationship or other obstacles to overcome. This
			requires greater initiative and persistence in maintaining good
			working relationships.
8. Physical	8-1 5	Pts	Work is sedentary.
Demands			·
9. Work	9-1 5	Pts	Work is performed in an office environment.
Environment			
Total Points:	323	20	3155—3600 converts to GS-13

VI. SUMMARY:

- A. FINAL TITLE, SERIES, GRADE: Administrative Specialist, GS-301-13
- B. FLSA DETERMINATION: Exempt under 5 USC 551.206
- C. FUNCTION CODE: N/A
- D. DRUG TESTING REQUIREMENTS: Information not provided.E. FINANCIAL DISCLOSURE REQUIRED: Information not provided.

VII. SIGNATURE AND DATE

Barbara M. Moore

4/22/16 Date

Barbara M. Moore Sr. Contract Classification Specialist FPMI Solutions, Inc.

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information	Percentage of Time Spent on
Name	Extramural Resources Management
Position Number LADO 400	This position has no extramural resources management responsibilities. Total extramural resources management duties
TitleAdministrative Specialist	occupy less than 25% of time. Total extramural resources management duties occupy 25% to 50% of time. These duties are
Series/Grade0301//3	indicated below and described in the position description. Total extramural resources management duties
OrganizationUSEPA/OAR/OTAQ/ASD/IO	occupy more than 50% of time. These duties are indicated below and described in the position description.
When this checklist is used as an amendment to a position of Supervisor's Signature	description, the following signatures are required: Date//3/16
Supervisor's digitature	
Personnel Specialist's Signature	Date <u>6/11/16</u>
Pre-award. Plans procurements Estimates costs Obtains funding commitments Prepares procurement requests Writes statements of work Reviews statements of work Processes unsolicited proposals Responds to pre-award inquiries Participates in pre-award conferences Conducts technical evaluation of proposals Participates in debriefing/protests Other (list)	Monitors management and performance of delivery orders/work assignments after award Defines scope of work for work assignments Approves payment requests or ACH drawdowns Manages cost-reimbursement contracts Reviews invoices Inspects and accepts deliverables Other (list) Close-out. Writes reports on contractor performance, costs, and tasks performed Reconciles payments with work performance Closes out payments
Post-award	Performs cost accounting Provides assistance to Contracting Officer in settling claims Other (liet)
Prepares delivery orders Reviews contractor work plans Reviews contractor progress reports	Other (list)
Monitors government-furnished property Monitors cost, management, and overall technical	Percentage of Time Spent on Contracts Management

Part 2	. Grants/Cooperative Agreements Duties	Advises Grants Management Office of potential problems/issues
Pre-al	pplication/Application	Participates in decision/actions to ensure
	Prepares solicitation for proposals	successful project completion and in decisions to
THE CHARGE	Identifies potential grantees for areas of program	impose sanctions
	emphasis	Approves payments requests or ACH drawdowns
$\overline{}$	Makes initial determinations (whether project is	Reviews requests for modifications, additional
	procurement or assistance, whether agency has	funding, etc. and makes recommendations to
	legal authority, whether applicant is eligible.	Grants Management Office
	whether funding is available, etc.)	Negotiates amendments
	Provides administrative information to applicants	Reviews Cost/Price/Analysis for recipient
and the transfer organization	Determines appropriateness of applicant is workplan/activities/budget and compliance with	contracts/change orders (Superfund only) When necessary, recommends termination of the
	regulations and guidelines and negotiates	agreement
	changes with applicant	Resolves with Grants Management Office
	Assists applicant in resolving issues in application	administrative and financial issues
	For cooperative agreement, determines	Conducts periodic reviews to ensure compliance
	substantial Federal involvement and develops a	with agreement
	condition for agreement	Other (list)
-	Negotiates level of funding	
	Conducts site visits to evaluate program capability	Close-out
	Serves as resource to Selection Panel	Certifies deliverables were satisfactory and timely
	Informs applicants of funding decisions	Provides assistance to recipients and Grants
	Other (list)	Management Office to ensure timely closeout
		Reconciles payment with work performed
Award		Notifies recipient of close-out requirements
	Prepares funding package, including Decision	Obtains legal assistance if necessary to resolve
	Memorandum	incomplete close-out
	Obtains concurrences/approvals	If project is audited, responds to issues and
	Reviews/concurs in completed document Establishes project file	ensures recipient complies with audit recommendations
********	Other (list)	Other (list)
***************************************	Sittat (Mary	Committee (not)
1ec	t Management/Administration	Percentage of Time Spent on Grants/Cooperative
1	Monitors recipients activities and progress	Agreements Management:
	Reviews reports and deliverables and notifies	%
	recipient of comments	
	Provides technical assistance to recipients	
Part 3. Interagency Agreements Duties		Monitors cost management and overall technical performance
Pre-Aq	reement	Participates in decisions about project
	Plans and negotiates work effort	modification/termination
	Estimates costs	Conducts periodic review of Superfund State
	Obtains funding commitments	contracts payment receipts (Superfund only)
	Prepares commitment notice	Inspects and accepts deliverables
THE RESERVE OF THE PARTY OF THE	Writes or reviews scope of work	Other (list)
1	Responds to pre-agreement inquiries	Close-out
40 A SEC. 10 SEC. 10 SEC. 10 SEC. 10	Participates in pre-agreement conferences Coordinates with appropriate staff in developing	Was a second of the second of
	Independent Government Cost Estimates (IGEs)	Reviews final report Decides on disbursement of equipment
	Negotiates and ensures execution of Superfund	Reconciles payments with work performed
	State Contracts (Superfund only)	Reviews Superfund State Contracts to ensure full
	Performs technical evaluation of work plan and	reimbursement (Superfund only)
	budget	Certifies deliverables
	Prepares funding package and obtains necessary	Resolves close-out issues with Grants
	concurrences	Management Office/other agency
	Other (list)	Other (list)
^o roject	Management/Administration	Time Spent on Interagency Agreements Management:
	Reviews progress reports/financial reports	%
and the state of the state of	2000-1901 - 1901	1 / 1 / 1/0





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